

**SAMPLE FINANCIAL  
MANAGEMENT  
SCALE (PAGE 1)**

NEED FOR FINANCIAL MANAGEMENT SCALE (Representative Payee, Power of Attorney, Conservator)			
County: _____	Worker Name: _____		
Client Name: _____	Date Completed: _____		
Case Number: _____			
	Adequately _____	Could do/know Adequately if Taught _____	Inadequately And Cannot Be Taught _____
INDICATORS OF NEED:			
<u>Cognitive Ability to Follow a Workable Budget:</u>			
OBSERVED BY WORKER OR REPORTED BY: _____			
1. Can the person manage his/her finances, as: can add and subtract; knows sources of income; knows where his/her benefit checks are and how to cash them; is able to get and use his/her food stamps; he/she knows how much money he/she has and how much he/she regularly receives; is able to manage a checking account, or OTHER: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are bills, taxes or mortgage payments unpaid when the person has sufficient funds to pay the bills and no valid reason not to make payment? Or are rent or other payments that are due not collected? (e.g., the person would not be expected to pay for overcharges or defective products, etc. and so non- payment in these cases would not constitute an inadequacy.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Can the person determine the amount of his/ her bills and make payment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the person operate on a workable monthly budget for meeting his/her expenses and paying his/her debts? (An operating budget) (If client has insufficient funds to meet essential expenses, worker should review if the client is getting all the benefits he/ she is entitled to and/or provide-arrange for provision of money management training or assistance the person to budget within his/her means.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# SAMPLE FINANCIAL MANAGEMENT SCALE (PAGE 2)

INDICATORS OF NEED:	Adequate or has Adequate Assistance	Could do/know Adequately if Assisted	Inadequately And Cannot Be Assisted
5. Could the person independently follow a workable monthly budget without further money management type assistance once the budget was established or with only occasional review or help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the person <u>physically</u> able to handle banking business, pay his/her bills, collect payments due him/her or other necessary financial affairs? (e.g. not prevented by a physical handicap or hospitalization)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the person willing to learn how to follow a monthly budget, do his/her own banking, pay bills, collect payments due him/her, etc. and willing to perform these functions for him/herself in the future?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8. Is the person willing to have someone else (friend, relative, or other) assume all of the financial management tasks that are essential for maintaining his/her affairs and the person (client) is either unable, even after money management training, or unwilling to perform these tasks for him/herself?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

If YES to #7, then financial management training is appropriate.

If YES to #8, the worker should explore the use of a power of attorney who could perform those specific financial management tasks that the client is unable or unwilling to perform for him/herself.

If YES to #8, and the person is receiving some income benefits (GA, SSI, etc.) which if managed properly would result in the sound management of the person's finances, then the worker should explore the possible use of a protective or representative payee.

If the person appears competent (has the capacity to make the decision) but is unwilling to permit another to assume management of his/her essential financial functions and this refusal will result in the dissipation of funds needed for the support, care, and welfare of the person (client) and the person is consequently endangered, then the worker should consider court appointment of a conservator or another protective order. If court action is to be pursued the worker must be able to show why:

a. He/She has reason to believe and can demonstrate that the person is unable to manage his/her property or affairs effectively because of a problem of mental illness, mental deficiency, physical illness or disability, chronic use of drugs, chronic intoxication, confinement or detention, AND

**SAMPLE FINANCIAL  
MANAGEMENT  
SCALE (PAGE 3)**

- b. He/She has reason to believe and can demonstrate that unless there is appointment of a Conservator or other protective order, the person's inability to manage his/her property or affairs will result in endangerment and in there being no funds for the support, care and welfare of the person and that all possible voluntary efforts to provide the needed management of the client's property and affairs have been tried and failed or have been considered and determined inadequate.

(DSS can function as a petitioner for a conservator only when no suitable person familiar with the circumstances is willing to petition.)

If the client's funds or property are being wasted or used by another person for reasons other than a benefit to the client with or without the client's knowledge or consent and are being used to the degree that the client is being, or at risk of being, deprived of basic necessities such as food, shelter, clothing or medical care, then:

1. Use of a protective or representative payee or a power of attorney should be considered by the worker if the client is able and willing to consent.
2. Use of a representative payee or a court appointed conservator should be considered by the worker if, under the circumstances, the client is unable or unwilling to consent.

Exploitation of the person's funds or property without his/her consent can be grounds for a criminal charge against the perpetrator and submission of a report to the county prosecutor's office may be considered by the worker in light of all other circumstances of the case.

Additional Notes:

File in Case Record when completed.